



May 22, 2023

Solicitation #: 23SOL005-2

NOTICE TO SELECT CONSULTANTS  
Construction Project Management Services

The Office of Management and Enterprise Services (OMES), Capital Assets Management (CAM), Construction and Properties (CAP) intends to enter into a contract with multiple vendors for professional construction project management services.

A. General

The scope of service covers the requirements to provide construction administration services for the State of Oklahoma State Agencies and Political Subdivisions up to 1.5M. The State of Oklahoma Office of Management & Enterprise Services (OMES) is seeking proposals from qualified and experienced vendors to provide construction project management services.

The State is interested in Project management services on construction projects for the duration of a project. The purpose of this contract is to provide CAP with a third party project management to ensure services rendered are accurate and within the scope of the project.

B. Contract Term

The contract term, if any, for contract(s) awarded from this solicitation will be one (1) year with renewal options of four (4) one-year time periods subject to the termination provisions as further described in the sample contract terms and conditions of this solicitation.

C. Bid Evaluation

An Evaluation Committee will review all proposals according to the criteria stated herein. The committee's evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks.

Proposals will be evaluated using the following criteria:

Factor	Weight
Firm Overview	10%
Evaluation Team Members	30%
Experience	20%
References	15%
Price Proposal	25%

#### D. Bid Information and Requirements

- Provide a resume for all individuals who will provide relevant services to fulfill requirements under an agreement. Preference will be given to individuals who demonstrate industry certification as Construction Project Managers, Project Administration, or consulting, with relevant Construction Project Management experience.
- Experience. List examples of relevant, previous projects undertaken by the firm that best demonstrate the firm's capacity and experience to fulfill the requirements of the stated services. Give examples of project management and recommendations from previous projects. Any existing IDIQ evaluations from clients will be taken into consideration.
- References. Include reference information with valid email addresses. All references will be contacted by email.
- The objective of the work plan is to ensure oversight over a project in accordance with the terms and conditions of the contract. The following summary provides the procedures that the construction management will use to meet the objective:
  - Execute, administer, manage and enforce contracts with architects, consultants, engineers and general contractor and specialty contractors, if needed.
  - Responsible for ensuring guidance and oversight are provided to state agencies, consultants, and contractors to keep the project within scope, budget, and schedule and ensure maximum efficiency in the expenditure of state funds.
  - Comply with a budget for all construction project management and construction activities. Maintain comprehensive accounting and record keeping for all expenses incurred.
  - Provide all necessary expertise and services to professionally and diligently complete the work authorized.
  - Reviews plans and specifications for construction projects applying knowledge of design, construction practices, building codes, and building materials.
  - Develops and maintains productive relationships with management, staff, state agency partners and the construction networks.
  - Provides advice to state agencies in pre-planning for capital improvement projects including new construction, alteration, and renovation projects.
  - Attends monthly progress meetings, develops status reports, takes pictures, and delivers presentations as required.
  - Maintains proactive and a regular cadence of communications with stakeholder in partner agencies, consultants, and contractors as necessary to resolve project issues and disputes.
  - Perform all other services as required in the ordinary course of business in providing construction project management services.

#### E. Value Add Services

- The vendor can, if available step into a project and provide Construction Project Auditing services as needed.
- In addition, if during the course of the engagement, the auditor identifies other risk areas or potential for process improvements, such findings will be discussed with the client. Findings shall be presented in a word document with a table noting the area of potential improvement and related recommendation.

If your firm is interested in providing the needed professional services, please respond via e-mail, by **5:00 p.m. on June 5th**. Prior to submission please make sure your registration is current with CAP by emailing [CAP@omes.ok.gov](mailto:CAP@omes.ok.gov). Selection is expected within 30 days.

Please include the following information:

- **Cover Letter (one page):** indicate your interest; statement your firm is legally authorized to provide the services offered.
- **Firm Profile (one page):** outline legal structure of firm; business locations; years in business; prior firm names, if any; key personnel; qualifications by position/discipline; state your firm's limit of professional liability insurance coverage.
- **References (one page):** list not more than five (5) completed relevant projects. Include project name; location; construction cost; year completed; client name, title, and phone number.
- **Certifications/Licenses/Registrations:** only those firms and individual consultants who have the appropriate Oklahoma certifications, licenses and/or registrations for services offered will be considered. Provide copies of all certifications, licenses and/or registrations required for disciplines listed.

Please direct all questions to Melissa Forrestier at 405-522-6970, [Melissa.forrestier@omes.ok.gov](mailto:Melissa.forrestier@omes.ok.gov) or Darren Garvin at 405-522-4434, [Darren.garvin@omes.ok.gov](mailto:Darren.garvin@omes.ok.gov) .

Sincerely,

Melissa Milburn

**Signature:**   
Melissa Milburn (May 22, 2023 15:01 CDT)

**Email:** melissa.milburn@omes.ok.gov


# CAP Construction Project Admin RFP FINAL


Final Audit Report


2023-05-22


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